

# Code Administration Officer III



**Job Code:** 2132  
**Grade:** 127  
**Reports to:** Neighborhood Services Director  
**Salary Range:** \$46,601 - \$71,426  
**FLSA Status:** Non-Exempt

## **GENERAL STATEMENT OF DUTIES**

Performs difficult professional and protective work investigating and enforcing various codes and ordinances and abating violations of the City Code; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs difficult technical work involving the proactive and reactive enforcement of City codes and ordinances throughout the City, with greater latitude for independent judgment than prescribed for the Code Administration Officer II position. The employee may be responsible for functioning in a lead and instructional capacity for newer or less knowledgeable staff. The employee is responsible for coordinating and administering the enforcement process, assessing, evaluating, and enforcing adherence to and compliance with all applicable regulatory standards and requirements with the objective of ensuring the safety, health and general welfare of the general public and business community. The employee performs essential functions as outlined herein according to assigned functional area, e.g., rental structures, neighborhood services, nuisance abatement.

## **ESSENTIAL FUNCTIONS**

Responding to and investigating citizen complaints regarding alleged nuisances and code violations; attempting to alleviate violation by negotiation; issuing official notices or citations to correct violations; preparing cases and testifying in court; preparing and maintaining files and records.

## **EXAMPLES OF WORK**

- Investigates citizen complaints regarding code violations and nuisances such as illegal dumping, home businesses, illegal construction or occupancy, tall grass, weeds, dilapidated structures, trash, debris, etc.
- Communicates with business and property owners and homeowner associations concerning violations.
- Conducts inspections to ensure compliance with commercial property use and occupancy codes.
- Performs field inspections and re-inspections of rental housing for compliance with building, plumbing, electrical, or mechanical codes.
- Prepares reports for owners or owner-occupants listing deficiencies to be corrected.
- Conducts re-inspections to determine adequacy of repairs made.
- Receives complaints in regard to defective construction and handles enforcement problems.
- Answers questions from private citizens, contractors, and builders, does basic plan checking to determine compliance with codes.
- Confers with tenants and owners on code compliance matters.
- Reviews building plans and specifications for compliance with codes.
- Assists with environmental and related code inspections.
- Makes reports and keeps records regarding inspections.
- Issues warnings, official notices, and citations as necessary to obtain compliance.
- Prepares cases and testifies in court, obtains court orders to abate violations.
- Administers and enforces the sign ordinance.
- Reviews sign applications and permits.
- Assists animal control enforcement.
- Conducts research, develops recommendations for code amendments.
- Assists in mediating landlord/tenant issues.

- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of various ordinances and environmental codes; ability to read and interpret blueprints, site plans, and designs and to ensure compliance with appropriate ordinances and codes; general knowledge of legal procedures related to the enforcement of ordinances and codes; ability to prepare factual reports and present same to appropriate board or commission; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with contractors, public officials, associates, and the general public; ability to enforce ordinances and regulations with firmness, tact, and impartiality.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. Five (5) years of related experience in codes inspection and enforcement; prefer experience functioning in a lead and instructional capacity for newer or less knowledgeable staff; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires walking, stooping, climbing, standing, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

---